

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE**

Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Human Resources Assistant (OA), GS-0203-5

SALARY RANGE: GS-5: \$31,582.00-41,052.00 per year*

***NOTE:** Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment. This position is full time.

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 08-EDCA-15

AREA OF CONSIDERATION: Any U.S. Citizen

OPENING DATE: 5/12/2008

CLOSING DATE: 5/16/2008

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One*

**Based on the staffing needs of this office, additional selections may be made through this vacancy announcement.

POINT OF CONTACT: Martha Bryant

CONTACT PHONE: 916-554-2749

TDD: 916-554-2855

E-Mail: USACAE.Staffing@usdoj.gov

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

Applications may be submitted to the mailing address listed in this announcement or transmitted via e-mail to usacae.staffing@usdoj.gov. Mailed or hand delivered applications must be received by 5:00 p.m. Pacific Standard Time on the closing date. Electronic submissions must also be received by 5:00 p.m. Pacific Standard Time on the closing date of the announcement. If electronic submissions are received in an unreadable format, you will be notified via e-mail. This notification will also include a specific time limit in which to submit a hard copy application. Applications submitted using government postage, in government franked envelopes, or by facsimile will not be considered.

DUTIES:

The incumbent serves as an assistant to the Human Resources staff with responsibility for providing clerical and technical support essential to the effective operation of the District's Human Resources Management program. Primary assignments are in the areas of personnel records administration, processing personnel and payroll actions, recruitment and placement, personnel security, and employee benefits and services.

Additionally, the incumbent will provide assistance in other administrative areas, primarily as a back-up to the budget, reception and mail staff. As such, the incumbent inputs payments into the automated financial management system; assists in maintaining financial files and records; screens telephone calls and visitors to the office; sorts and routes mail received in the office and prepares outgoing mail for dispatching; uses automated inventory system (ARGIS) to accurately establish, maintain, and update inventory records; and produces a variety of written documents and materials utilizing a wide range of office automation applications.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must be able to type at least 40 words per minute. Applicants must indicate their typing speed on their resume/application. Failure to list typing speed will result in a rating of ineligible. Applicants may be asked to certify or demonstrate their typing proficiency.

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions issued by the Office of Personnel Management. This information is available for your review on OPM's web site at <http://www.opm.gov/qualifications/SEC-IV/A/GS-CLER.HTM>

Applicants must have one year of specialized experience equivalent to the GS-4 level.

Specialized work experience includes human resources or other administrative documents, inputting HR, budget, or administrative data into automated systems or databases, reviewing HR, financial, or other administrative documents for completeness and obtaining additional information as required; providing general information concerning HR or administrative processes and procedures; referring inquiries about specific HR or administrative issues or actions to the appropriate specialist; and maintaining HR, financial, and/or administrative files and listings.

OR

Four years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. **TRANSCRIPTS REQUIRED IF APPLYING BASED ON EDUCATION.**

OR

Experience and education as described above may be combined to meet the minimum qualification requirements. Experience and education should be computed as percentages of the overall requirements and must equal to 100 percent when combined. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time for full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Applicants must meet all qualification requirements by the closing date or must meet educational qualifying requirements within nine months of the closing date. Applications will be accepted from students who expect to complete qualifying education within nine months from the date of application. However, agencies must verify that the education was completed successfully before the applicant can be appointed to the position.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

EVALUATION METHODS:

Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Preference eligibles determined to be at least minimally qualified will receive additional points as appropriate. A preference eligible may not be passed over to select a non-preference eligible with the same or a lower total score. Qualified candidates will be referred to the selecting official in score order. Candidates with the same score will be referred in preference order.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

- 1) Knowledge of administrative office procedures to perform a full range of human resources and administrative support assignments. (Describe your education and/or experience in providing human resources and administrative support in areas such as establishing and maintaining personnel and/or administrative files and records and suspense files, preparing correspondence, developing and preparing reports, greeting callers and visitors, sorting and routing mail, etc. Give examples on your experience in maintaining office files, tickling suspense dates, distributing and processing mail, etc.)
- 2) Skill in operating a personal computer and various software programs to input and retrieve information (such as human resources or financial data), and to produce documents, correspondence, charts, spreadsheets, reports, etc. (Describe the types of programs you have experience with. Give examples of the types of information you input into an automated database and if you also had responsibility for updating the system.)
- 3) Ability to communicate orally. (Describe your education, training or experience from which you have learned to clearly express your thoughts in order to gather information, respond tactfully, and provide assistance to others. Provide examples of the most difficult encounters you have been faced with when dealing with other employees or the general public.)
- 4) Ability to independently plan and organize work, meet deadlines, and work under pressure. (Describe your experience in setting priorities, in meeting those priorities, and in coordinating your work with the work of other employees.)

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may adversely affect the determination that you meet minimum qualification requirements and/or your referral to the selecting official.

INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- **Agreement** - Applicants selected for the internship program will complete an agreement which provides specific information regarding the program.
- **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.
- **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of “Skill Level 3 (Fully Proficient)” on each critical KSA of the IDP.

Conversion to Career/Career-Conditional Appointment - The federal career intern program is a two year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated.

Competitive service employees of United States Attorney’s Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break in service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney’s Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the Department of Justice, are not eligible for placement rights if they fail to complete the program.

HOW TO APPLY:

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information

(such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- a) Full name, mailing address, and day and evening phone numbers including area codes
- b) Social Security Number
- c) Country of citizenship (this position requires United States citizenship)
- d) Veteran's preference
- e) Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- f) Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- a) Names of high school attended, city, state, and zip code, date of diploma or GED
- b) Name of college and university attended, city, state, zip code
- c) Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- d) Copy of college transcripts if the job vacancy requests it

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

- a) Job title (include series and grade if a Federal job)
- b) Duties and accomplishments
- c) Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)
- d) Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

- a) Job-related training courses (title and year)
- b) Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed
- c) Job-related certificates and licenses (current only)
- d) Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

3. Applicants are encouraged to provide an e-mail address in their application package. The e-

mail address will be used to notify applicants on the status of their application. If no e-mail address is provided, applicants will be notified via regular mail.

VETERAN'S PREFERENCE: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veteran's Preference (SF-15), a official statement from the Department of Veterans Affairs or a branch of the Armed Forces dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Standard Form 15 (SF-15) Application for 10-Point Veteran Preference (Revised December 2004). For detailed information regarding veteran's preference categories and information on how to obtain forms, please refer to the veterans guide on the Office of Personnel Management (OPM) website at: <http://www.opm.gov/employ/veterans/html/vetsinfo.asp>

AGENCY REQUIREMENTS AND OTHER INFORMATION:

Applications must be received no later than 5:00 p.m. Pacific Standard Time on the closing date of this announcement. Failure to submit all required documents may result in a lower rating in the evaluation process.

Payment of relocation expenses will not be authorized.

The announcement number **(08-EDCA-15)** must be indicated on the application package or it will not be considered.

Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes, using Government postage, and those transmitted to a Government fax machine.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation,

membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

BENEFITS

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers many optional health insurance plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

Federal Holidays - You will be paid for federal holidays that fall within your regularly scheduled tour of duty. For additional information visit: <http://www.opm.gov/fedhol/index.asp>.

This link provides an overview of the benefits currently offered to Federal employees:
<http://www.usajobs.opm.gov/ei61.asp>